



House of Representatives *State of Utah*

UTAH STATE CAPITOL
350 N STATE STREET, SUITE 350
SALT LAKE CITY, UTAH 84114 • (801) 538-1029

STATE OF UTAH
invites applications for the position of:
Communications Interns

PHYSICAL ADDRESS: Utah Legislature
House of Representatives — Majority Staff
350 North State Street, Suite 350
Salt Lake City, UT 84114

OPENING DATE: October 29, 2021

CLOSING DATE: November 17, 2021

JOB DESCRIPTION:

The Utah House of Representatives Majority Staff is a partisan office serving the needs of the Majority Caucus Members. We are looking for university students to work as communications interns for the 2022 General Session. This position will start January 10, 2022, will be full-time (approximately 40+ hours per week), and will end March 4, 2022.

EXAMPLE OF DUTIES:

- Create written content for social media, newsletters, and press releases
- Create content using Canva, Photoshop, or other graphic design programs
- Work closely with staff to coordinate communications projects
- Use a camera to take pictures and videos of representatives
- Utilize photo and video editing software to produce digital media
- Provide additional administrative support to House staff as needed

Ideal Candidate:

- Will have successfully completed two full years in an undergraduate degree program, with a strong interest in communications, graphic design, marketing, public administration, public policy, or political science.
- Has strong creative, organizational, design, writing, and interpersonal skills
- Team player who can successfully work with others

Minimum qualifications:

- Must be enrolled in an undergraduate or advanced degree program
- Must be available the full length of the internship
- Must be able to work some evenings
- Excellent writing skills
- Experiencing managing social media accounts and understanding of different social media platforms

SALARY: \$14.00 per hour with no benefits

APPLICATION INSTRUCTIONS: Submit the following by email no later than 5:00 pm on Wednesday, November 17, 2021 to utahreps@gmail.com. Incomplete applications will not be considered.

- Cover letter
- Resume
- Sample of work (writing sample, graphic design example, video, etc.)
- Two references

SUPPLEMENTAL INFORMATION:

Employees in this position serve at the pleasure of the appointing officer in an at will status and may be terminated at any time without cause. This is not a career service position.

The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. Reasonable accommodations provided to known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, contact Rebecca Smyrniotopoulos at rsmyrn@le.utah.gov.